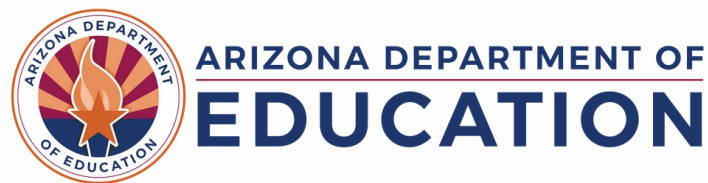


2024-2025 CTSO Annual Submission Form Walkthrough



Frequently Asked Questions

What is this form?

This form serves as a central submission place for all chapter documents. This is an **annual** submission, not just when CTE programs are being monitored; thus called the **Annual Chapter Submission Form**.

Why do we have to submit every year?

In order to be approved and remain in good standing through the State and National CTSO, these documents must be submitted annually. Additionally, if the chapter or district misplaces their files, we have recent uploads for each of the documents, ultimately helping YOU as an advisor.

Frequently Asked Questions

How long is this form?

This form includes 9 submission elements. If you cannot complete it in one sitting, there is a “Save and Continue” button at each step of the form!

Who has to submit to this form?

All chapter advisors must submit this form for each CTSO they advise or serve as a co-advisor. However, co-advisors from one school and one program can be on one submission.

Please note, FFA submits through their National Site not Jotform.



Fall Deadline

November 1, 2024

Spring Deadline

March 1, 2025

7b Submission Deadline

May 15, 2025



Getting to the Form

The screenshot shows the Arizona Department of Education website. The navigation menu on the left includes: Academic Achievement >, Adult Education, Arizona Purple Star School Program, **Career & Technical Education** (circled in red), Education Leadership >, Gifted/Advanced Learning >, Health & Nutrition Services, Office of Indian Education, and Special Education. The main content area is titled "Welcome to AZ Career and Technical Education" and includes a map of Arizona with CTE program locations. A sidebar on the right lists various CTE resources, with "CTSOs" circled in red. Under the "CTSO Resources" section, the link "Annual CTSO Compliance Submission Form" is circled in red.

From [The ADE Website](https://www.azed.gov/#):

- Go to Programs
- Click on Career & Technical Education
- Scroll down and click on CTSOs
- Under CTSO Resources, click on Annual CTSO Compliance Submission Form

Getting to the Form - DECA

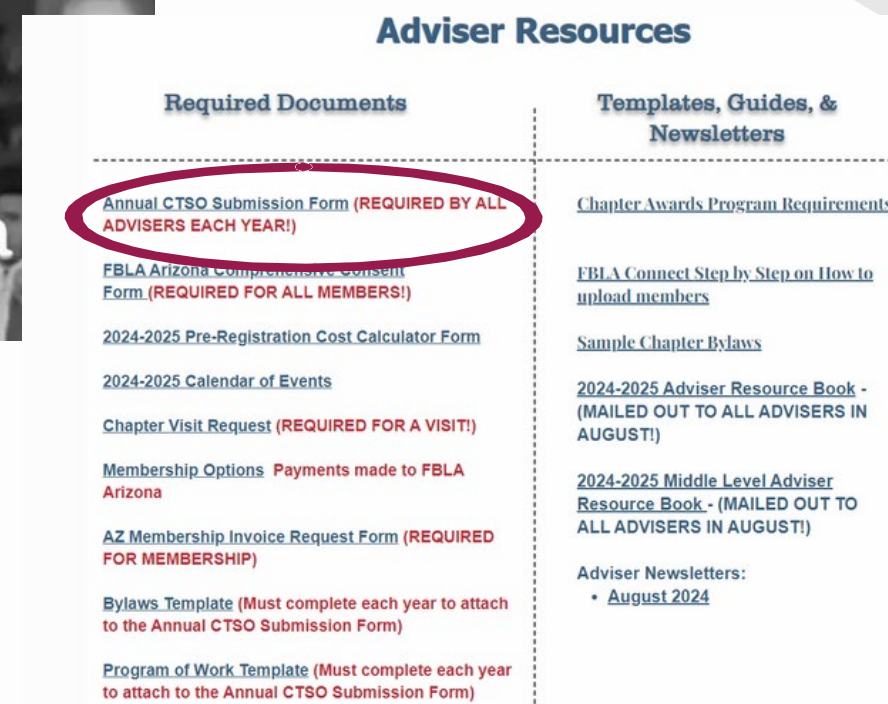
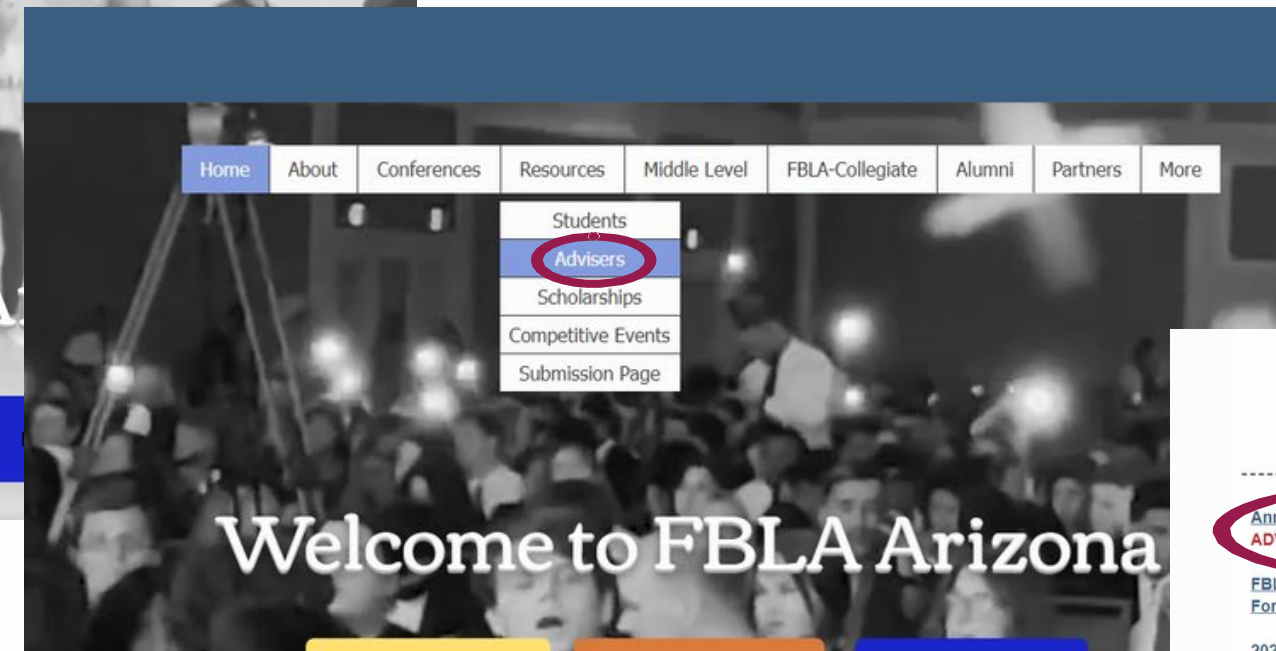
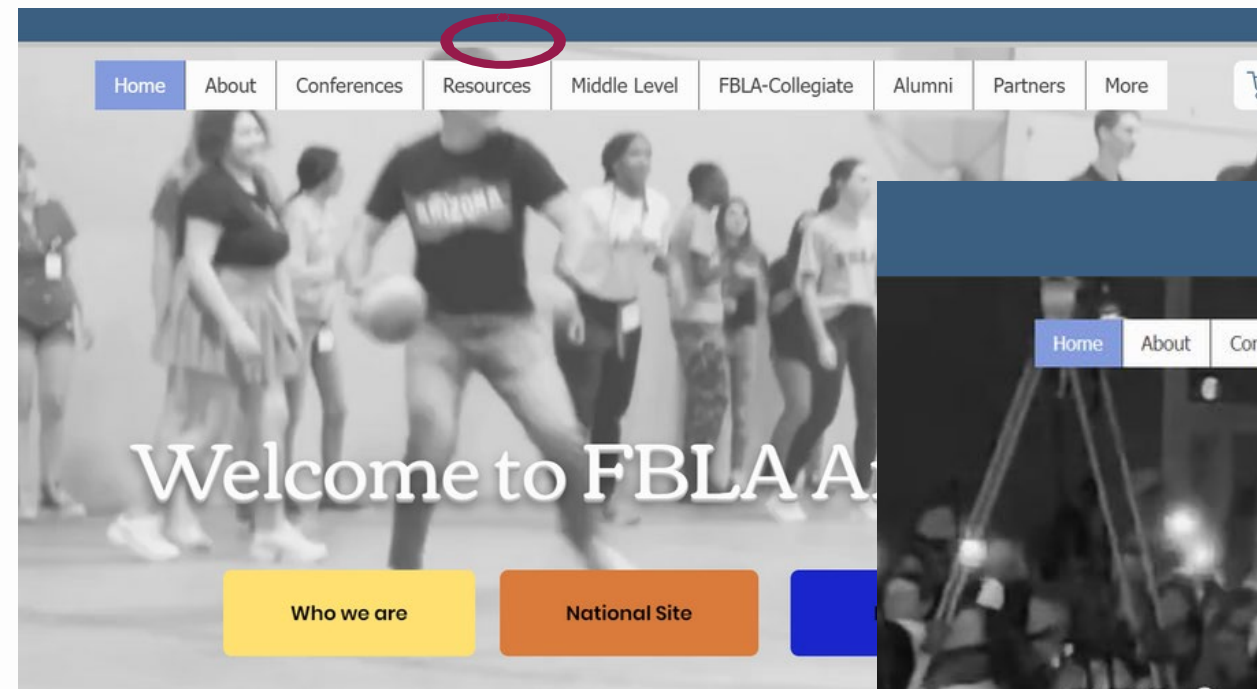
The image displays a sequence of three screenshots from the DECA website, illustrating the navigation path to the 2024-2025 CTSO Annual Submission Form. The first screenshot shows the home page with the 'ADVISORS' tab circled in the top navigation bar. The second screenshot shows the 'RESOURCES/LINKS' dropdown menu circled. The third screenshot shows the 'Resources / Links' page with the '2024-2025 CTSO Annual Submission Form' link circled under the 'Required Documents' section.

From [The DECA Website](#):

- Start at the the Home Page
- Click on the “Advisors” Tab
- Click “Resources/Links”
- Under Required Documents, click on 2024-2025 CTSO Annual Submission Form

Getting to the Form

- FBLA



From [The FBLA Website](#):

- Start on the home page
- Click on “Resources”
- Click on “Advisers”
- Under Required Documents, click on “Annual CTSO Submission Form”

Getting to the Form - FCCLA



From [The FCCLA Website](#):

- Start on the home page, click on the “Annual CTSO Submission Form”

Getting to the Form - HOSA

The image displays three sequential screenshots of the HOSA Arizona website, illustrating the steps to reach the registration form:

- Home Page:** The top navigation bar includes 'About Us', 'Competitions', 'Events', 'Students', 'Advisors', 'Partner/Support', and 'More'. The 'Advisors' link is circled in red.
- Advisor Resources Page:** A dropdown menu is open under 'Advisors', listing 'Start A New Chapter', 'Membership Checklist', 'Schedule a Chapter Visit', 'Chapter Awards', and 'Outstanding Local Advisor Award'. The 'Advisor Resources' link is circled in red.
- Advisor Resources Page (Detailed View):** The page content includes a section titled 'Advisor Resources' and a list of 'Important Links'. The 'Annual Chapter Registration Information' link is circled in red.

From [The HOSA Website](#):

- Start on the home page
- Click on “Advisors”
- Click on “Advisor Resources”
- Under “Important Links”, click on “Annual Chapter Registration Information”

Getting to the Form - SkillsUSA

The screenshot shows the SkillsUSA Arizona website. At the top, there is a dark blue navigation bar with 'National Site' and 'Register' buttons, and social media icons for YouTube, Facebook, Instagram, and Twitter. Below this is a white navigation menu with 'Home', 'About Us', 'Events', 'Regions', and 'Advisors' (circled in red). A secondary dark blue bar contains more social media icons. The main content area features the 'IONITE YOUR POTENTIAL 2024-2025' logo and a 'Welcome to 2024-2025!' message. A list of links includes 'Regional Officer Program Guide: [Click Here](#)', 'Register for Program of Work Conference: [Click Here](#)', 'Register for Fall Leadership Conference: [Click Here](#)', 'Register for WLTI: [Click Here](#)', 'CTSO Compliance and Chapter Resources : [Click Here](#)', and 'Virtual Office Hours Zoom Link: [Click Here](#) ([More Info Here](#))'. A 'Regions' dropdown menu is open, showing 'Advisors' (circled in red) and 'Advisor Info'. A large '2025!' graphic is also present. On the right, the 'ADVISOR INFORMATION' section includes 'VIRTUAL OFFICE HOURS', 'ADVISOR CHECKLIST', and a deadline: 'These Annual Compliance steps are due on or before November 1, 2024.' The checklist has four steps, with 'Step Four' containing a 'Click Here' link (circled in red) for the Annual CTSO Compliance Form.

From [The SkillsUSA Website](#):

- Start on the home page, hover over the “Advisors” tab and click “Advisor Info”
- Scroll down to the “Advisor Checklist”
- Under “Step Four”, click on the “Click Here” link for the Annual CTSO Compliance Form

Form Elements – 7a Submissions

1. CTSO Affiliation
2. CTE Program Information
3. Membership
4. Chapter Constitution or Bylaws and Chapter Officers
5. Certified CTE Teacher Affirmation
6. Program of Work/Leadership
7. Invoicing Information
8. Statement of Assurance

Form Elements – 7b Submissions

9. CTE Program

a. Received a Chapter Award

b. Did Not Receive a Chapter Award

i. Leadership Conferences

ii. Leadership Development

iii. Business and Industry Participation

iv. Community and School Service

1

CTSO Affiliation

To start the form, some basic information needs to be established:

- Which CTSO are you affiliated with?
 - This question allows the correct person to review your submissions
- Was this program affiliated with the same CTSO last year?
 - This allows us to update our records
- Are you a Private or Parochial School?
 - These schools have to go through an additional approval process, so this question allows us to follow up if needed

2024-2025 Annual CTSO Chapter Submission
Fall Deadline: Nov 1. / Spring Deadline: March 1st at 11:59 p.m. PT

CTSO Affiliation

Click on the [CTE program list](#) to find the corresponding CTSO.

Which CTSO are you affiliated with? *

DECA
 FBLA
 FCCLA
 HOSA
 SkillsUSA

Was this program affiliated with the same CTSO last year? *

Yes
 No

Are you a Private or Parochial School? *

No Yes

Important Notes



FCCLA Chapters need to have their 5-digit Chapter ID available.



If you are not sure about what CTSO you are affiliated with, reach out to a campus administrator or district CTE director



For questions about Private/Parochial school CTSO requirements, please reach out to CTELocalPrograms@azed.gov or the State Advisor for the CTSO you are affiliated with

2 CTE Program Information

- District Name and School Name
 - These dropdown selections prevent misspellings and submissions from being filtered out. If your district and/or school name is missing, please **do not proceed** from this point, and instead email CTELocalPrograms@azed.gov
- 1st through 4th CTE Programs
 - If you oversee multiple CTE programs within one CTSO, you can input up to four programs in this section and fill this form out once.

The screenshot displays a form titled "CTE Program Information". It contains several dropdown menus for selection. The first row includes "District Name" and "School Name", both with "Please Select" options and a red asterisk indicating they are required. Below each dropdown is a small note: "If the district name is missing, please email ctelocalprograms@azed.gov" and "If the school name is missing, please email ctelocalprograms@azed.gov". A red horizontal line separates this section from the next. The second row includes "1st CTE Program" and "2nd CTE Program", both with "Please Select" options and a red asterisk. Below each dropdown is a note: "If the CTE program is missing, please email ctelocalprograms@azed.gov" and "Only needed if the teacher instructs more than one CTE program. If the CTE program is missing, please email ctelocalprograms@azed.gov". A third row includes "3rd CTE Program" and "4th CTE Program", both with "Please Select" options and a red asterisk. Below each dropdown is a note: "Only needed if the teacher instructs more than one CTE program. If the CTE program is missing, please email ctelocalprograms@azed.gov". A final red horizontal line is at the bottom of the form.

2

CTE Program Information

- District CTE Director Name and Email Address; Chapter Advisor/Adviser Name, Email, Cell Phone Number, Years of Service
 - This information may be used to contact the Chapter Advisor if there are any questions or to connect new advisors to resources. After submitting this form, Chapter Advisor and District CTE Director will both receive copies of the submission with links to PDFs of each upload.
- Are there additional chapter advisors/advisers for this program at this school?
 - Up to two additional contacts can be added in this section.
 - This only applies to a school with the same Program (i.e. Culinary with two instructors)

The screenshot shows a web form with the following fields and controls:

- District CTE Director Name ***: Text input field.
- District CTE Director Email Address ***: Text input field with a placeholder "example@example.com".
- Chapter Adviser/Advisor - Name ***: Two text input fields for "First Name" and "Last Name".
- Chapter Adviser/Advisor - Email Address ***: Text input field with a placeholder "example@example.com".
- Chapter Adviser/Advisor - Cell Phone Number ***: Text input field with a placeholder "(000) 000-0000" and a note "Please enter a valid phone number."
- Chapter Adviser/Advisor - Years of Service**: Text input field with a placeholder "e.g., 23".
- Are there additional chapter adviser/advisors for this program at this school?**: Radio button options for "Yes" and "No".
- Navigation**: "Back" button (disabled), "Save" button, and "Next" button (active).

3 Membership

In order to complete this section, you must go in and add your members in the National website. After submission, please upload the invoice/member statement

- A typed/written list of members is **not** an approved upload
- Districts that register all chapters at once may submit a combined invoice.

Membership


Upload a copy of the initial membership invoice (for HOSA, membership statement) that was received after submitting members to the CTSO. The invoice/statement should reflect having met the minimum membership requirements for each CTSO as outlined below.

- DECA: 5 students and all advisors
- FBLA: 5 students and all advisors
- FCCLA: 12 students and all advisors (national requirement)
- HOSA: 5 students and all advisors
- SkillsUSA: 5 students and all advisors

Each co-adviser/advisor must also be registered, not just the primary adviser/advisor.

The chapter may continue to add new members after submitting this initial membership.

Upload Membership Invoice/Statement (PDF Preferred) *


Browse Files
Drag and drop files here

[Back](#) [Save](#) [Next](#)

Example of Membership Uploads

DECA
Membership Invoice

Chapter ID: [REDACTED]
Invoice Number: [REDACTED]
Invoice Date: [REDACTED]
Invoice Amount: [REDACTED]
Terms: [REDACTED]
Invoice Year: [REDACTED]

Please remit payment to:
DECA Inc.
Attn: DECA Membership
1908 Association Drive
Reston VA 20191

Please include the top section with your payment.

Chapter ID: [REDACTED] Balance Due: [REDACTED]
Invoice Number: [REDACTED] Total Payment Amount: [REDACTED]
Invoice Date: [REDACTED]

Item	Misc Product Notes	Unit Price	Quantity	Amount
Student Affiliation				
Arizona State Student Affiliation				

Invoice Total: [REDACTED]
Balance Due: [REDACTED]

Student Affiliation

[REDACTED]

FBLA
Future Business Leaders of America

INVOICE

Sent By: Future Business Leaders of America, Inc.
PO Box 79063
Baltimore, MD 21279

Invoice #: [REDACTED]
Invoice Date: [REDACTED]
Due Date: [REDACTED]

PAID
via check

2023-2024 High School National Fees
Fee to join FBLA for high school students.

Membership Status	Price	Quantity	Amount
Members transitioning from Unpaid Student to Active Member			
A			
A			
A			
A			
A			
B			
B			
B			
C			
C			
C			
C			

FCCLA
Future Career and Community Leaders of America

INVOICE

Chapter ID: [REDACTED]
Invoice Number: [REDACTED]
Invoice Date: [REDACTED]
Invoice Amount: [REDACTED]
Terms: [REDACTED]
Invoice Year: [REDACTED]

Please remit payment to:
Family, Career and Community Leaders of America
13241 Woodland Park Rd, STE 100
Herndon, VA 20171

Please include the top section with your payment.

Chapter ID: [REDACTED] Balance Due: [REDACTED]
Invoice Number: [REDACTED] Total Payment Amount: [REDACTED]
Invoice Date: [REDACTED]

Item	Membership Type	Unit Price	Quantity	Amount
National Student Membership Dues	12 Member Minimum			
National Chapter Adviser Dues	Regular			
Arizona - Student State Dues	12 Member Minimum			
Arizona - Chapter Adviser State Dues	Regular			

Invoice Total: [REDACTED]
Balance Due: [REDACTED]

hosaa
Future Health Professionals

Account Statement

Date: [REDACTED] Account: [REDACTED]

Bill To: [REDACTED]

2024-2025 Affiliation

Date	Description	Amount

Amount Due: [REDACTED]

SkillsUSA
673 Potomac Station Dr.
PMB #809
Leesburg, VA 20176
844-875-4557 www.skillsusa.org Federal Tax ID: 52-0812433

INVOICE

Date: 01/26/2024 Invoice #: [REDACTED]
Chapter ID: [REDACTED] Amount Due: [REDACTED]

Ship To: [REDACTED]

Submitted By: [REDACTED] Training Program: [REDACTED]
Adviser: [REDACTED] PO Number: [REDACTED]

Payment is expected within 30 days of this invoice. If payment is not received, your student(s) may not be eligible for regional, state, and national activities including officer candidacy, competition, voting delegates, etc. Please allow 3-5 working days for payment (credit card or check) to appear on invoice. If you have any questions, please call the SkillsUSA Customer Care Team at 844-875-4557.

Description	City	Dues Per Member	Total State Dues	Total Natl Dues	Grand Total Dues
Totals:					

Please note that any overpayments of \$35 or less of the invoiced amount will not be returned.

Payments

Electronic payment is the preferred and quickest method to ensure payment is received in a timely fashion. [Click Here for details on other electronic payment options.](#)

Membership is valid from Jan 26, 2024 to July 31, 2024

New Address: [Download W9 at https://bit.ly/SkillsUSAWS](https://bit.ly/SkillsUSAWS)
Please send check and a copy of this invoice to:
SkillsUSA Inc.
Attn: Membership / Accounting Dept.
673 Potomac Station Dr.
PMB #809
Leesburg, VA 20176

Thanks for joining SkillsUSA!

4

Constitution or Bylaws

Each CTSO has different requirements for what needs to be submitted. Please ensure you upload the correct documentation for your chapter.

The uploaded document(s) must be your chapter's constitution or bylaws

- If a sample constitution or bylaw template is needed, please go to your state CTSO's website under Advisor Resources
- Constitution or bylaws should be reviewed and approved yearly by the advisor and the chapter officer team and be listed at the end of the constitution or bylaw (i.e. review or revised date)

Chapter Bylaws/Constitution


Upload a copy of the local CTE program's document. See below for specific CTSO requirements:

- DECA: Constitution and/or Bylaws
- FBLA: Bylaws
- FCCLA: Constitution and/or Bylaws
- HOSA: Bylaws
- SkillsUSA: Constitution and/or Bylaws

If the chapter has a constitution and bylaws, the upload link below will allow both documents to be uploaded.

Consult the CTSO's state website or state advisor for samples, or to see if a document already exists for the CTE program.

Upload Bylaws/Constitution (PDF Preferred) *

 **Browse Files**
Drag and drop files here

List of Chapter Officers - Include Full Names and Positions *

Include full names and positions.

Sample Constitution and Bylaws

Constitution of the [School Name] Chapter of the Arizona Association of DECA

Article I – Name

Section 1. The official name of this organization shall be "[School Name] Chapter of the Arizona Association of DECA" and may be referred to as "[School Name] DECA Chapter."

Article II – Purposes

Section 1. To assist our members in the growth and development of DECA.

Section 2. To develop a respect for education in marketing and management, business administration and/or hospitality management that will contribute to occupational competence.

Section 3. To promote understanding and appreciation for the responsibilities of citizenship in our free competitive enterprise system.

Article III – Organization

Section 1. The [School Name] DECA Chapter, Arizona State Association of DECA, is an organization of students enrolled in Marketing Education, Business Administration and/or Hospitality Management programs.

Article IV – Membership

Section 1. The [School Name] DECA Chapter may be chartered a member of the Arizona State DECA Association upon approval of the Arizona DECA State Director or the Arizona DECA Executive Council.

Section 2. The classes of membership are:

High School Members: Shall be students enrolled in the school programs of Marketing Education, Business Administration and/or Hospitality Management. Members must pay affiliation fees or dues, as established by Arizona State DECA and National DECA, and will be eligible to hold DECA offices, participate in DECA activities, serve as voting delegates, or to otherwise represent Arizona in National DECA affairs of the High School Division only as approved by Arizona State DECA.

Alumni Members: Shall be former students of Marketing Education, Business Administration and/or Hospitality Management, and/or former members of DECA, as provided for by the Arizona State Association for membership in the Alumni Division.

Professional Members: Shall be persons associated with or participating in the professional development of DECA, as approved by the Local Chapter Advisor. Such persons will pay dues, as established by the Arizona State Association, and may include such persons as teachers, administrators, employers, parents of

Sample Chapter Bylaws Template



These sample bylaws are intended as a guide. Local chapter bylaws must be consistent with state and national bylaws and with the FBLA-PBL, Inc. charter. These provisions in the local chapter bylaws which derive from these higher authorities are not amendable at the local level.

Instructions
Copy-and-paste these sample bylaws. Replace [FBLA/Middle Level/PBL] with your division.
[Future Business Leaders of America/Future Business Leaders of America-Middle Level/Phi Beta Lambda] Insert Chapter Name] Chapter Bylaws

Article I. Name
The name of this organization shall be the [Insert Chapter Name] Chapter of [Future Business Leaders of America/Future Business Leaders of America-Middle Level/Phi Beta Lambda].

Article II. Purpose
Section 1. The purpose of the [FBLA/Middle Level/PBL] chapter is to provide additional opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. [FBLA/Middle Level/PBL] is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.


Section 2. The specific goals of [FBLA/Middle Level/PBL] are to:

- develop competent, aggressive business leadership.
- strengthen the confidence of students in themselves and their work.
- create more interest in and understanding of American business enterprise.
- encourage members in the development of individual projects, which contribute to the improvement of home, business, and community.
- develop character, prepare for useful citizenship, and foster patriotism.
- encourage and practice efficient money management.
- encourage scholarship and promote school loyalty; assist students in the awareness of occupational goals; and
- facilitate the transition from school to work.

Article III. Membership
Section 1. [FBLA/Middle Level/PBL] membership shall consist of members of chartered local chapters. These members shall hold membership in their state and national chapters. Individual members shall be recognized only through a state chapter of [FBLA/Middle Level/PBL] except, in the case where there is no state chapter, the member shall be recognized by the National Association.

<Insert Chapter Name> <Insert Chapter POC>
<Insert Chapter Address> <Insert POC Contact Information>



 Sample Chapter Bylaws Outline

Each FCCLA chapter may be governed by an official set of guidelines called the chapter bylaws. Chapter bylaws should be consistent with the national Family, Career and Community Leaders of America bylaws, which are available on the FCCLA website, www.fcclainc.org. Students may want to use the following outline when creating or reviewing chapter bylaws.

I) Name and Purposes
A) Name
The name of this chapter of Family, Career and Community Leaders of America, Inc. shall be _____
B) Purpose
The purposes of this chapter shall be the same as those of the national organization.

II) Membership
A) Active membership
Any student who is taking or has taken a course in Family and Consumer Sciences education through grade 12, or as determined by the state department of education, and has paid all applicable local, state, and national dues shall be an active member.
B) Alumni & Associates membership
Former members of Family, Career and Community Leaders of America; Future Homemakers of America and Home Economics Related Occupations (PHA/HERO chapters) and New Homemakers of America and other adult supporters may become nationally affiliated Alumni & Associates members.

III) Meetings

IV) Officers
A) Officers
B) Duties
C) Term of Office
D) Vacancies

V) Elections

VI) Committees
A) Committees
1. Standing
2. Special

B) Responsibilities

VII) Finances
A) State and National Dues
B) Chapter Dues
C) Budget

VIII) Amendments

IX) Parliamentary Authority
The rules found in Robert's Rules of Order Newly Revised will govern the business meetings of the chapter where appropriate.

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SAMPLE BYLAWS FOR LOCAL CHAPTERS

ARTICLE I – NAME
The name of this organization shall be HOSA-Future Health Professionals - _____ Chapter.

ARTICLE II – PURPOSE
The purposes of this organization are:

1. To unite in a common bond without regard to race, creed or national origin students enrolled in Health Science Education (or other) class or classes.
2. To develop leadership that is competent and self-reliant.
3. To improve scholarship and develop skills that will enable young men and women to participate effectively in health science education.
4. To create more interest and understanding in the intelligent choice of health careers.
5. To engage in individual and group projects.
6. To recognize outstanding leadership.
7. To create school loyalty and help preserve the principles of democracy.
8. To develop leadership.

(Purpose statements are illustrative only – additions/deletions may be made.)

ARTICLE III – ORGANIZATION


Section 1. This chapter is open to all students in the health science program at _____ School and to all students who plan to pursue a health career.

Section 2. Membership is unified on the state and national level. Membership is established by the payment of membership dues.

ARTICLE IV – MEMBERSHIP
Any student enrolled in the health science program or is interested in pursuing a career in the health field is entitled to become an active member of the organization.

ARTICLE V – OFFICERS

Section 1. Officers of the _____ Chapter shall consist of the following: President, Vice President, Secretary, Treasurer, Report and Historian. They shall

 HIGH SCHOOL LOCAL CHAPTER CONSTITUTION AND BYLAWS OF THE (SCHOOL) SKILLSUSA (STATE) ASSOCIATION

ARTICLE I – NAME
The official name of this organization shall be the "[SCHOOL] SkillsUSA Chapter."

ARTICLE II – PURPOSES
The purposes of this organization are:

- To assist local SkillsUSA members in their growth and development.
- To unite in a common bond without regard to race, color, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or gender expression, students who are enrolled in classes with career, trade, industrial, STEM and health science objectives.
- To develop leadership abilities through participation in educational, occupational, civic, recreational and social activities.
- To foster a deep respect for the dignity of work.
- To assist students in establishing realistic career goals.
- To help students attain a purposeful life.
- To create enthusiasm for learning.
- To promote high standards in all phases of occupational endeavor including, trade ethics, workmanship, scholarship and safety.
- To develop the ability of students to plan together, organize and carry out worthy activities and projects using the democratic process.
- To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.
- To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for trade, industrial, STEM and health science education.
- To develop patriotism through a knowledge of our nation's heritage and the practice of democracy.

ARTICLE III – ORGANIZATION

Section 1. The (SCHOOL) SkillsUSA Chapter shall be affiliated with the (STATE) Association of SkillsUSA. The chapter shall operate in accordance within its charter granted by the (STATE) association.

Section 2. (For chapters organized into sections) The (SCHOOL) chapter shall be organized into classroom sections. The section is defined as 10 or more members in a single class, whose teacher serves as the section advisor, having an elected set of section officers; and having planned a section calendar of activities.

Section 3. Section and chapter activities shall be coordinated by appropriate executive councils.

Section 4. A section advisory council composed of community leaders from education, management and labor shall be appointed by the appropriate school administrator upon recommendation of the section executive council. The advisory council shall provide counsel, advice, and assistance to the section in carrying out section's functions. Equal representation shall be given to management and labor. The advisory council shall assist in the administration of the SkillsUSA Career Essentials suite.

Page 1

4

Chapter Officers

List of Chapter Officers

- These students should be active, affiliated members of your chapter
- Please include the full name and position/title of all elected officer positions in the text box provided.

Chapter Bylaws/Constitution


Upload a copy of the local CTE program's document. See below for specific CTSO requirements:

- DECA: Constitution and/or Bylaws
- FBLA: Bylaws
- FCCLA: Constitution and/or Bylaws
- HOSA: Bylaws
- SkillsUSA: Constitution and/or Bylaws

If the chapter has a constitution and bylaws, the upload link below will allow both documents to be uploaded.

Consult the CTSO's state website or state advisor for samples, or to see if a document already exists for the CTE program.

Upload Bylaws/Constitution (PDF Preferred) *

 **Browse Files**
Drag and drop files here

List of Chapter Officers - Include Full Names and Positions *

Include full names and positions.

[Back](#) [Save](#) [Next](#)



Certified CTE Teacher Affirmation

CTSO Advisors must be ADE-certified teachers. While we do not require an upload of your teacher certification through this form, advisors may be asked to produce a copy of their certification while their program is being monitored.

Certified CTE Teacher

An adviser/advisor must be an ADE state-certified CTE teacher in order to serve as a CTSO chapter adviser/advisor.

By typing full name below, it certifies that the chapter adviser/advisor for the CTSO being submitted, holds a valid and current Arizona CTE teacher certification.

Chapter Adviser/Advisor Name:

Signature *

Type your full name.

[Back](#) [Save](#) [Next](#)



Program of Work or Leadership

The Program of Work (PoW) template for FBLA, FCCLA, HOSA, and SkillsUSA is the only PoW format that will be accepted starting this year


- If you do not have the template, it is linked to the blue “Program of Work” text
- Programs of Work must include the activities that are submitted for the 7b Quality Indicators as well as chapter meetings
 - Your PoW should be a **tool** for you and your chapter!
 - A good PoW comes with at least three to five S.M.A.R.T. goals!

The screenshot shows a web form with five sections, each for a different organization:

- DECA - Program of Leadership**: Upload a copy of the chapter's [Program of Leadership](#) using this template. This document should be detailed and address the goals, objectives and actions of the chapter for the school year.
- FBLA - Program of Work**: Please provide a brief description of each [Program of Work](#) activity the chapter plans to accomplish.
- FCCLA - Program of Work**: Upload a copy of the chapter's [Program of Work](#) using this template. This document should be detailed and address the goals, objectives and actions of the chapter for the school year.
- HOSA - Program of Work**: Upload a copy of the chapter's [Program of Work](#) using this template. This document should be detailed and address the goals, objectives and actions of chapter for the year.
- SkillsUSA - Program of Work**: Upload a copy of the chapter's [Program of Work](#). This document should be detailed and address the goals, objectives and actions of chapter for the year.

At the bottom of the form, there is a section for uploading the document:

Upload Program of Work/Leadership (PDF Preferred) *

 **Browse Files**
Drag and drop files here

At the bottom of the form, there are three buttons: **Back**, **Save**, and **Next**.

6

Program of Work and Leadership

Instead of the Program of Work, DECA requires a Program of Leadership

The image displays three sample 'Program of Work' forms for different organizations: FFLA, SkillUSA, and FCCLA Arizona. Each form is structured as follows:

- Header:** Organization logo and 'Program of Work' title.
- Month Grid:** A grid of months for planning. FFLA and SkillUSA use August-September and February-March. FCCLA Arizona uses August-September, October-November, December-January, and February-March.
- Goals for our chapter are:** A section for defining chapter goals.
- Plans for achieving chapter goals:** A section for detailing strategies to achieve the goals.
- Evaluation:** A section for assessing the chapter's progress.
- Signatures:** Lines for the Advisor's and President's signatures and dates.



7 Invoicing Information

Invoicing information is important so State Advisors have a secondary database if there are discrepancies within other invoicing information

- School mailing/billing address
 - District office, PO box, or your school address
 - Please double check this information for accuracy
- If you have a point of contact for invoicing and billing, please add them on this section of the form

Invoicing Information

Below, list any email addresses other than the registering chapter adviser/advisor that should receive invoices for your chapter (district and/or school business office, bookstore, CTE administrative assistant, etc.). This information is optional - invoices will automatically go to the registering/primary chapter adviser/advisor, who will always hold ultimate responsibility for the timely and full payment of all invoices.

Chapter Division

Middle School

Secondary (High School)

Postsecondary/Collegiate

Chapter Number/Name

e.g., 23

School mailing/Billing address *

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

Are additional invoicing contacts needed for this chapter? *

Yes

No

Back Save Next

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Statement of Assurance

The statement of assurance for each CTSO provides a clear understanding of the expectations for the Conference Liability & Release Form

- The Conference Liability & Release Form can be accessed on each of the respective CTSO's websites or via the blue link in the statement of assurance

FBLA - Statement of Assurance

Each CTE program must complete the FBLA Arizona Statement of Assurance. This is only completed once per school year and verifies that each student for every conference/event (including regional, state and national events) will have completed the Comprehensive Consent Form.

Chapter advisers must keep the Comprehensive Consent Forms for all their students in their possession for the duration of the conference/event, including travel to and from these conferences/events. FBLA Arizona will not collect the Comprehensive Consent Forms prior to or at conferences/events.

This requirement applies to any conference, event, activity, workshop, seminar, meeting or other function sponsored or hosted by FBLA Arizona.

This Annual CTSO Compliance Form should be completed PRIOR to attending any of the above functions.

The Comprehensive Consent Form can be found by [Clicking Here](#).

Type your full name below. By typing your full name below, you certify that you have read the above and hereby offer assurance that you understand and agree to comply with and enforce the policies stated for the duration of the school year.

Signature - FBLA - Statement of Assurance *

Type your full name.

7b Submission FAQ



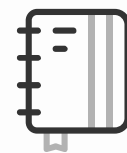
Who needs to submit 7b summaries?

Any chapter can submit this section if they want to display that they have a quality chapter. Schools who are being monitored in the current school year should submit 7b Quality Areas.



How long are Quality Points valid?

Quality points only count towards the year they are submitted. 7b submissions are **optional** and give points towards your chapter's overall monitoring score.



What is accepted evidence?

Accepted evidence varies; however, programs of work and conference flyers are not accepted evidence due to the fact that participation cannot be verified with this evidence.



CTE Program 7b

7b Submissions evaluate the quality of activities a chapter participates in

- Each CTSO has their own requirements for chapter awards
- Upload and verification of a chapter award for the previous year satisfies the 7b requirements and awards quality points


Quality 7B - CTE Program

Satisfies quality Indicator 7B

Did the Chapter receive a chapter award from the state CTSO the previous year ie. bronze, silver, gold, platinum, diamond.

Yes
 No

Upload Chapter award to meet indicator 7b (PDF Preferred) *


Browse Files
Drag and drop files here



CTE Program 7b

7b Submissions evaluate the quality of activities a chapter participates in

- If a chapter award was not received, advisors have the opportunity to manually apply and upload documents for each of the four quality measures
- Submission of activity summaries does not guarantee quality status

To receive 7B Quality Indicator, input what the chapter has done in the listed areas. Completion of this section is optional but will qualify the CTE program as having achieved quality status in regard to CTSOs with the Arizona Department of Education. *(Any local activities must be open to all CTSO members and must be approved through the state CTSO advisor)*

Quality Indicator Overview

7b Measures			
7b1	7b2	7b3	7b4
Leadership Conferences	Leadership Development	Business and Industry Interaction	Community and School Service
This measure aims to describe student participation in ADE hosted Leadership Conferences or other leadership showcasing conferences.	This measure aims to establish opportunities for students to develop their leadership skills within CTSO involvement.	This measure aims to note the connection between business, industry, and students.	This measure aims to highlight ways a chapter is going above and beyond in serving their community and school.
Accepted Evidence Examples			
disclaimer: evidence is up to the discretion of the reviewer and inclusion or exclusion from this list is not final			
Invoices, a letter from a CTE Director or similar on an official letterhead, photos of the event, transportation requests, evidence of participation are accepted evidence for 7b Quality Indicators.			



For any questions:

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